

| Initiate Involuntary Termination Offboarding Request in ServiceLink |

Use this task to initiate an involuntary termination request. The steps in this process can be used for academic and staff employees and for all applicable jobs.

Navigation: https://ucrtemp.service-now.com/ucr_sp/?id=ucr_index

Step	Action
1.	Navigate to the ServiceLink Home Portal
2.	From the ServiceLink Home Portal select the Offboarding Menu to begin request.
3.	The Separating From Position form opens in a new window. The Initiator name and Request Date are auto populated. Click on the information icon to view Initiator's Net ID and user information.

The screenshot shows the UC Riverside ServiceLink home portal. The page is divided into three main service categories: Information Technology, HR/AP, and Finance. Each category has a list of services and a 'More Services' link. The 'Offboarding' link under the HR/AP category is highlighted with a red box.

Category	Services
Information Technology	Submit Support Ticket, Request Something, Knowledge Base, Hardware Support
HR/AP	New Position, Onboarding, Offboarding , Extended Leave Administration, Job Data Change, Generic Request, Payroll Adjustment
Finance	Submit Support Ticket, Initiate FAU Change, Request New FAU, Request ProCard

Step	Action
4.	<p>In the Offboarding Reason field click the drop down menu and select Involuntary Termination. This is a required field.</p> <p>* Offboarding Reason</p> 
5.	<p>In the Offboarding Option field select All Jobs or Single Job. If Single Job is selected and employee has multiple jobs, all jobs for the employee will appear with a checkbox to select the correct job to terminate.</p> <p>Offboarding Option</p> 
6.	<p>Click the search icon in the Employee Name field to select the employee. This is a required field. You can search by Employee Name, Employee ID or Home Department</p> <p>* Employee Name (Last Name, First Name)</p> 
7.	<p>Select the Offboarding Reason Code from the drop down menu. This is a required field. Check the Expedite box under Options to escalate termination to UCPC. If this box is checked SSC should be instructed to open a case with UCPC to expedite.</p> <p>* Offboarding Reason Code</p> <p>Options</p> <p><input type="checkbox"/> Expedite</p>

Separating From Position

Offboarding - Termination

* Offboarding Reason
Involuntary Termination

Initiator
Dora Rubio

Request Date
10/07/17

Offboarding Option
All Jobs

Employee Information

* Employee Name (Last Name, First Name)

Request Information

* Offboarding Reason Code
--None--

Options
 Expedite

Step	Action
8.	<p>Enter the Effective Date. (<i>The date on which an individual's employment affiliation with the University ends.</i>) This is a required field.</p> <p>* Effective Date</p> <p>10/07/17</p>
9.	<p>Enter the Last Day Worked. (<i>Last day the employee will receive compensation. The date may differ from the Effective date.</i>) This field automatically defaults to the day prior to the Effective Date but can be changed if needed. This is a required field.</p> <p>* Last Day Worked</p> <p>10/06/17</p>
10.	<p>In the Additional Compensation on Final Pay field, select Yes or No. Additional Compensation refers to One Time or Recurring Payments, it does not include vacation, compensatory time off, etc. If employee is owed additional compensation select Yes and provide additional information such as Earnings Code, Earnings Amount, Earnings Begin and End Date and FAU ChartFields if available. Final paychecks for Involuntary terminations are paid off-cycle. If the employee has multiple jobs and only one job is being terminated, all final pay data and workflow steps will be bypassed.</p> <p>* Is the employee owed additional compensation on their final paycheck ?</p> <p>- None -- - None -- Yes No</p>
11.	<p>In the Offboarding Tasks section under Accountability Structure and Shared Services select additional tasks that apply. Some tasks will be auto populated according to employee type. (<i>Academic or Staff</i>)</p> <p>Offboarding Tasks (select all that apply)</p> <p>Accountability Structure</p> <p>Shared Services</p> <p><input type="checkbox"/> Review EACS and Revoke access as appropriate per UCR Policy</p> <p><input checked="" type="checkbox"/> Update Enterprise Directory</p> <p><input type="checkbox"/> Coordinate Return of Assets & University Property</p> <p><input type="checkbox"/> File Decision Doc in Personnel File (do not attach)</p> <p><input checked="" type="checkbox"/> Confirm Employee's final timesheet has been submitted and Approved by the supervisor</p> <p><input checked="" type="checkbox"/> Complete UCPath Termination Template</p> <p><input type="checkbox"/> Send Offboarding Information to Employee</p> <p><input checked="" type="checkbox"/> Identify Employee's final Timesheet in TARS and mark as 'Do not submit to UCPath'</p> <p><input checked="" type="checkbox"/> Complete UCPath Final Pay Request in UCPath (only applicable if sep. from UC)</p>

* Effective Date

* Last Day Worked

Final Pay

▼ Note

If the employee has multiple jobs and only one job is being offboarded, all final pay data and workflow steps will be bypassed.

Voluntary and Retirement:
Final paychecks for represented employees are paid off-cycle. Approving the employee's final timesheet quickly will help ensure that the employee receives final pay in a timely manner. Non-represented employees who are voluntarily offboarded receive their final paycheck on the off-cycle provide a justification in the comments.

Involuntary:
Final paychecks for Involuntary Offboardings are paid off-cycle. Approving the employee's final timesheet quickly will help ensure that the employee receives final pay in a timely manner. If additional final pay is required select Yes and indicate the requirements in the comments.

* Is the employee owed additional compensation on their final paycheck ?

No

Offboarding Tasks (select all that apply)

Accountability Structure

Shared Services

Review EACS and Revoke access as appropriate per UCR Policy

Update Enterprise Directory

Coordinate Return of Assets & University Property

File Decision Doc in Personnel File (do not attach)

Confirm Employee's final timesheet has been submitted and Approved by the supervisor

Complete UCPath Termination Template

Send Offboarding Information to Employee

Identify Employee's final Timesheet in TARS and mark as 'Do not submit to UCPath'

Complete UCPath Final Pay Request in UCPath (only applicable if sep. from UC)

Step	Action
12.	In the Comments box enter any comments you wish to include. <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Comments </div>
13.	Click the Add Attachment button to include information needed for fulfillment with private info redacted. Do not include Decision documents (resignation letter, termination notice, etc.) <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">Add Attachment</div>
14.	Click the Submit button to submit request. The request is automatically routed to the appropriate person (s) for approval. <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #0070c0; color: white;">Submit</div>
15.	Upon successful submission of the request, you will be directed to an order confirmation screen. Take note of the Request Number for your request.

Comments

Attachment

▼ Note:

"Only include information needed for fulfillment with private info redacted. This is not an official file record. Decision documents (resignation letter, termination notice, etc. should not be attached due to privacy)"

Add Attachment

Submit

Cancel

UCRIVERSIDE UNIVERSITY OF CALIFORNIA ServiceLink

Home

Thank you, your request has been submitted.

Order Placed: 07/19/17 09:56:57

Request Number: REQ0015490

Task Notes